TRS-80® MODEL 100 INTRODUCTION/OPERATION

HOW MANY SHARES?

STUDENT'S GUIDE

TRS-80® Model 100 Introduction/Operation Course
(Mod 100 Op)

Written by Gwen Marlin

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This coordinated note-taking guide was specifically designed for use in conjunction with Radio Shack Computer Training Programs Course FC-1018.

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COURSE OVERVIEW

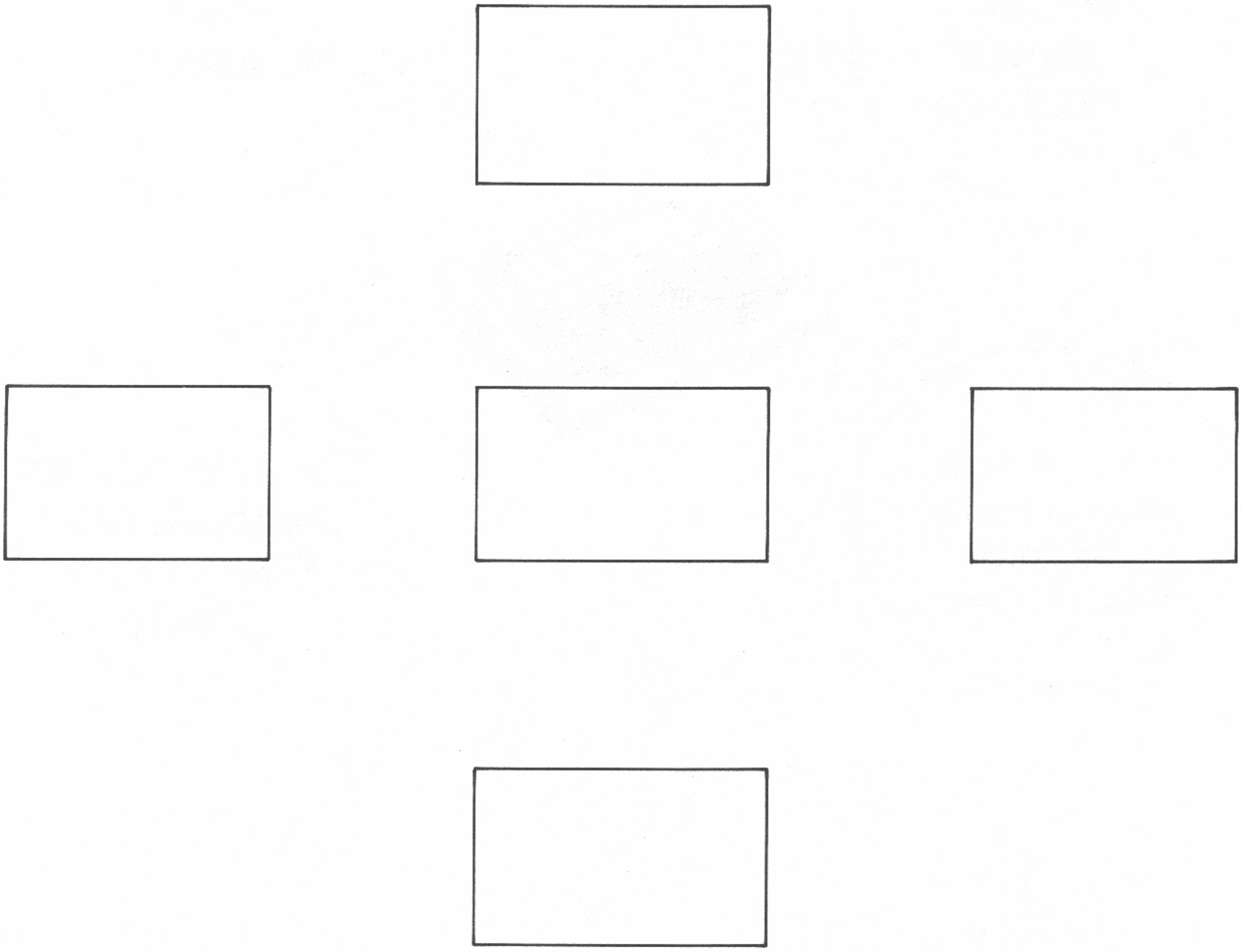
This course is designed to familiarize you with the TRS-80® Model 100 microcomputer and some of the basic concepts of computers in general. You will be able to discuss, in computer jargon, the capabilities of your Model 100. You will learn the fundamentals of operation (including built-in programs); care of your computer and cassettes; and will be shown how to utilize the Owner's Manual to assist you in effectively operating your Model 100.

LESSON 1
OBJECTIVES

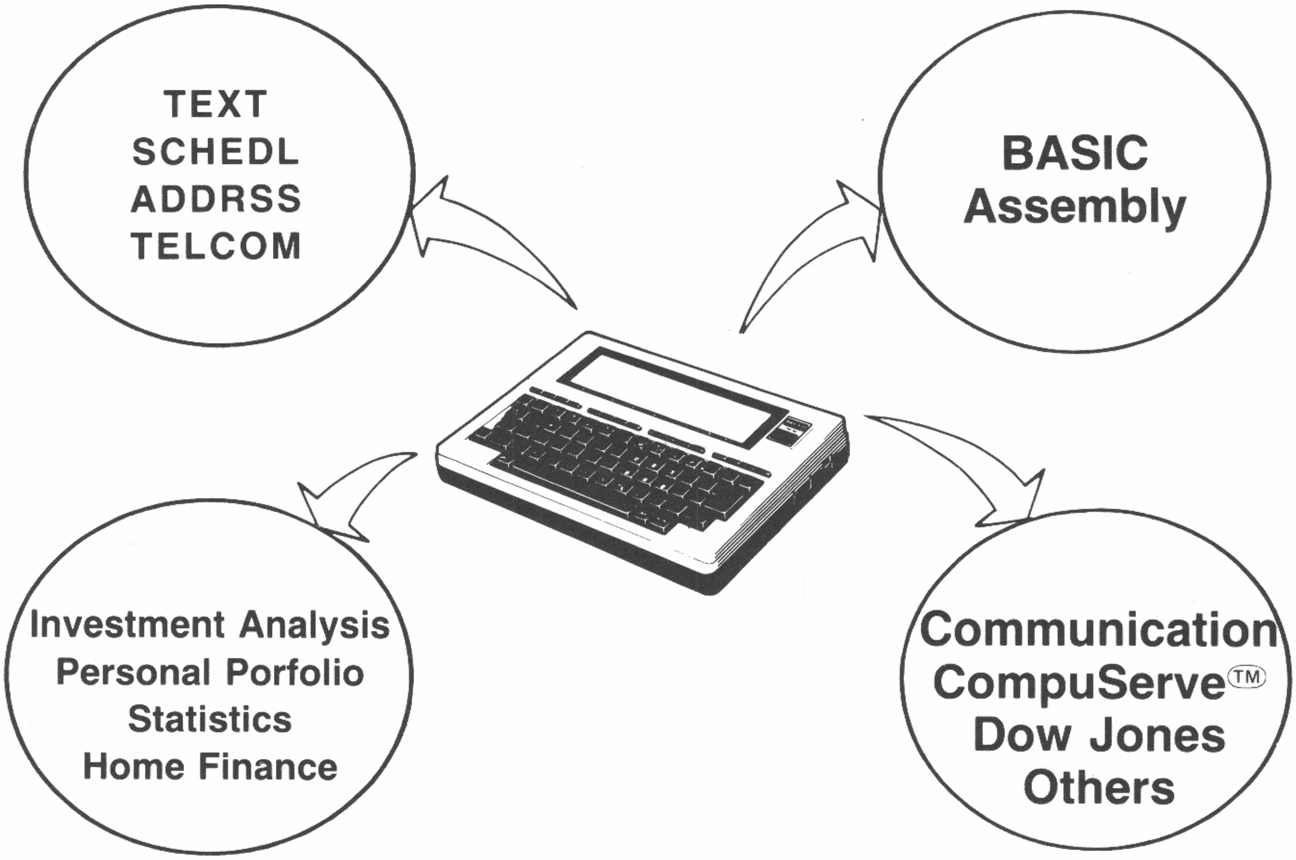
Upon successful completion of this lesson, you will be able to:

1. Describe a general-purpose computer and name its five functional sections.
2. Discuss, in general terms, the Model 100's capabilities utilizing custom programs as well as applications software.
3. Understand and utilize some of the common terms used in microcomputer jargon.
4. Utilize the Model 100 Owner's Manual to look up pertinent procedures and techniques.
5. Describe the physical components of the Model 100 and locate the connections for attaching peripherals.
6. Discuss the importance of proper cassette care and storage in preventing data loss.
7. Correctly power-up and power-down the Model 100.
8. Explain and use the seven functional groups of keys and modes of operation associated with the keyboard.

INTRODUCTION TO MICROCOMPUTERS



PROGRAMMING CAPABILITIES

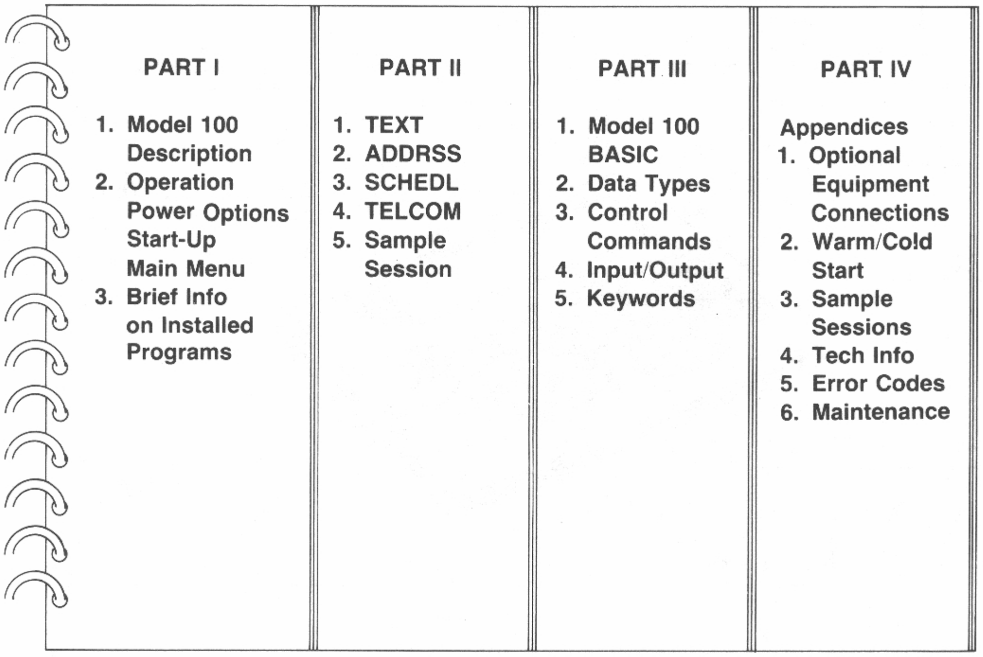


GLOSSARY

In order to function efficiently and communicate effectively in the world of computers, you will need to become familiar with several terms unique to the computer world. The glossary, found in the back of this Student's Guide, is to help you with the more common terms that you are likely to encounter in this class and in talking with others about your new computer. It is in no way to be considered complete or exhaustive and you are encouraged to refer to a computer dictionary for a more complete listing.

OWNER'S MANUAL

The Model 100 Owner's Manual and Quick Reference Card should be consulted for information regarding the operation of the computer and peripherals. It contains start-up directions and detailed information regarding the five installed programs, BASIC, TEXT, ADDRSS, SCHEDL, and TELCOM, as well as technical information concerning the computer hardware.



PART I

1. Model 100 Description
2. Operation
   Power Options
   Start-Up
   Main Menu
3. Brief Info on Installed Programs

PART II

1. TEXT
2. ADDRSS
3. SCHEDL
4. TELCOM
5. Sample Session

PART III

1. Model 100 BASIC
2. Data Types
3. Control Commands
4. Input/Output
5. Keywords

PART IV

Appendices
1. Optional Equipment Connections
2. Warm/Cold Start
3. Sample Sessions
4. Tech Info
5. Error Codes
6. Maintenance

DOCUMENTATION CONVENTION

CAPITALS and punctuation: ________________

e.g., PRINT "The Time Is "; TIME$

lowercase italics: ________________

e.g., LOAD "*device:filename*"

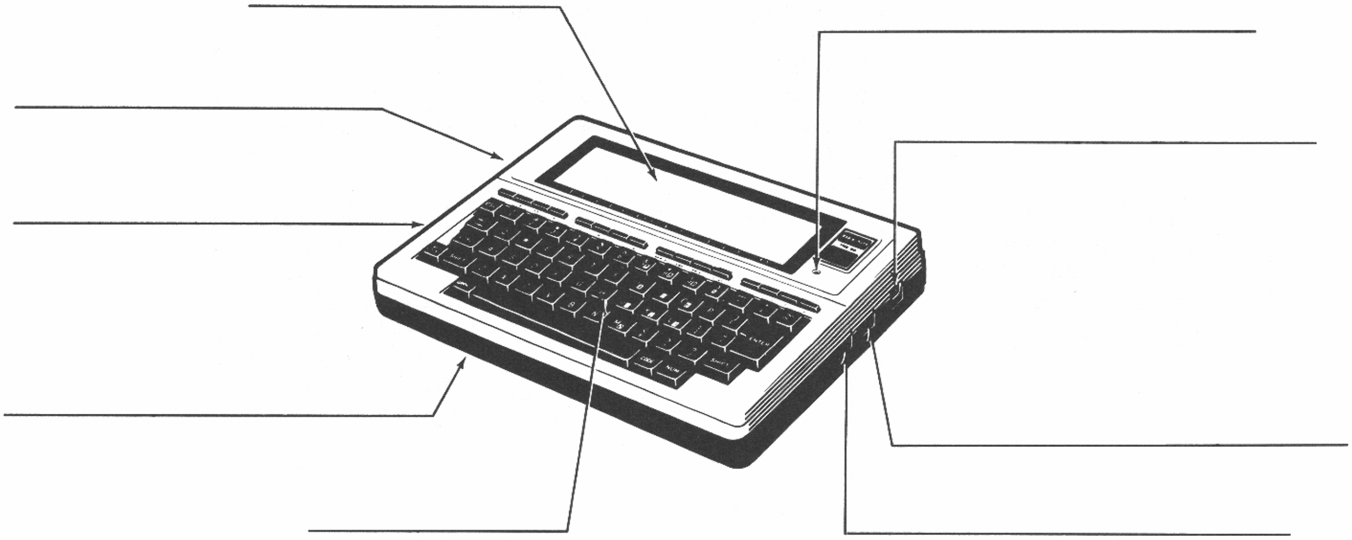
. . . (ellipsis): ________________

e.g., DIM *array name1* (*dimension list1*), . . .

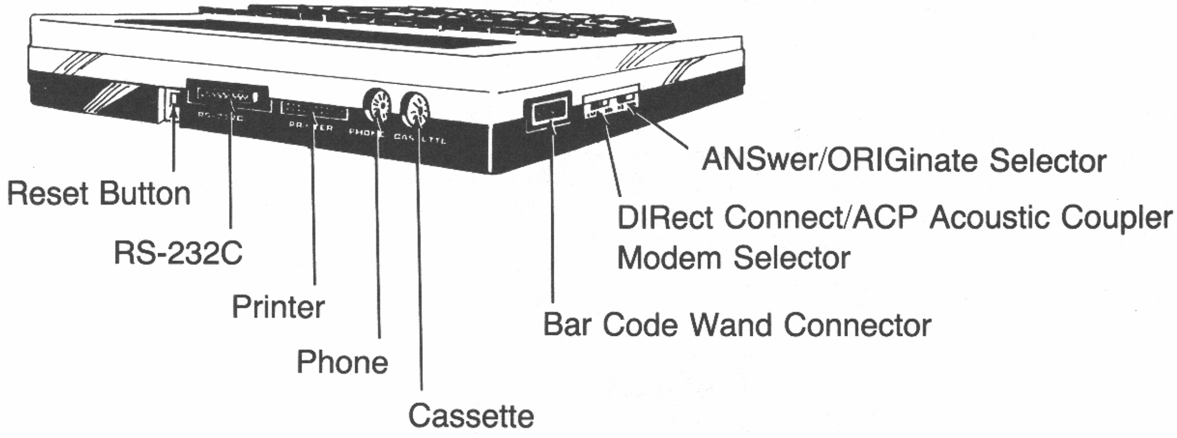
KEYNAME: ________________

e.g., ESC or SHIFT-PAUSE or GRPH-a

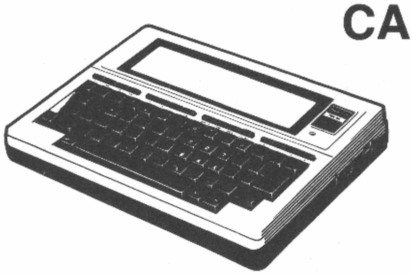
PHYSICAL DESCRIPTION



MODEL 100 INTERFACES


ANSwer/ORIGinate Selector
Reset Button
DIRect Connect/ACP Acoustic Coupler Modem Selector
RS-232C
Printer
Bar Code Wand Connector
Phone
Cassette

CASSETTES



Contains up to 32K
of RAM for program
and data storage.

Provides external storage
of programs and data for
recall and use at a later time.

CASSETTE TAPES ARE SUSCEPTIBLE TO SEVERAL POSSIBLE SOURCES OF DAMAGE AND SHOULD BE TREATED AS DELICATE AND SENSITIVE ITEMS.

Don't use tape with a **leader**.

Don't **touch** the tape surface.

Don't allow them near **magnetic fields**.

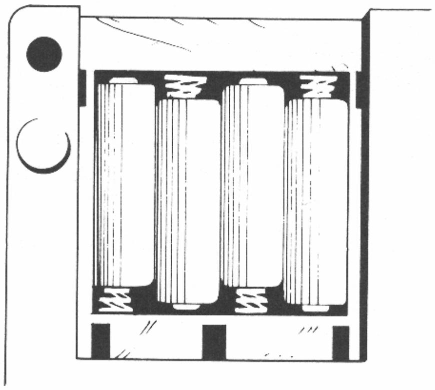
Don't subject them to **temperature extremes**.

REMEMBER!!

THERE IS NO SUBSTITUTE FOR HIGH-QUALITY CASSETTE TAPE!

DON'T COMPROMISE ON THIS POINT!

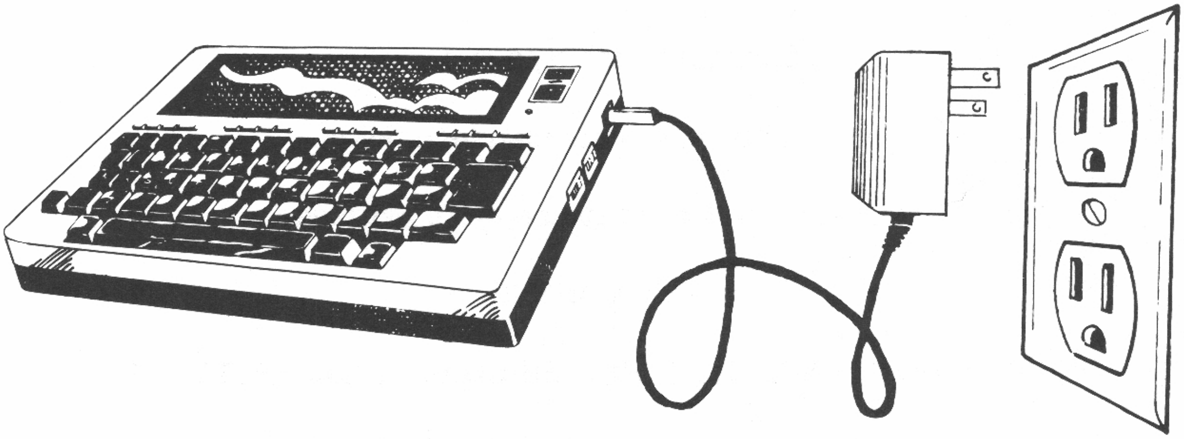
POWER OPTIONS BATTERIES



BATTERY LIFE

Computer Use Per Day	Estimated Battery Life
one hour	20 days
four hours	five days

POWER OPTIONS EXTERNAL POWER



POWER-UP SEQUENCE

1. Ensure that the Memory Power Switch is ____________________.

2. If using AC power, plug the adapter cord into a socket and into the

   ____ on the Model 100.

3. Turn ON the Model 100.

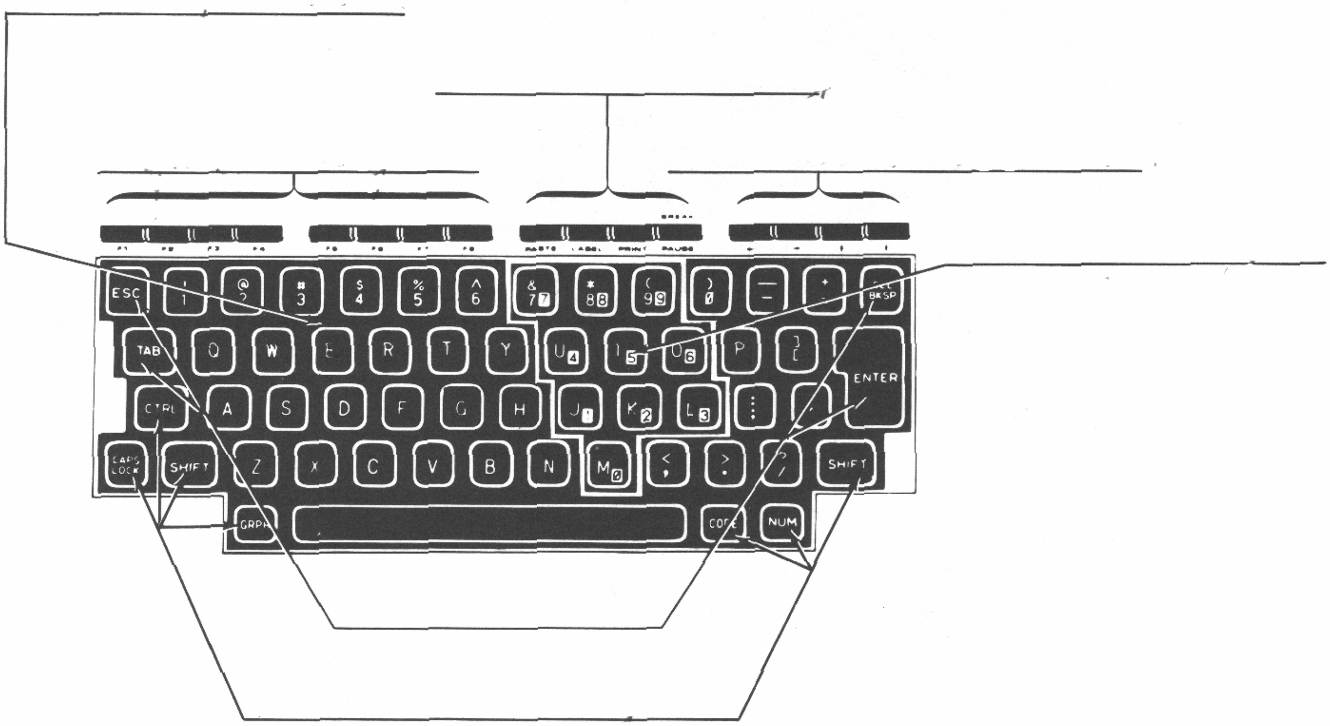
4. Turn ON all ____.

5. If not in use for _________________ minutes, the Model 100 will automatically

   ___________________________.

6. To restart, move the power switch from ____________________ to ____________________ and back.

KEYBOARD

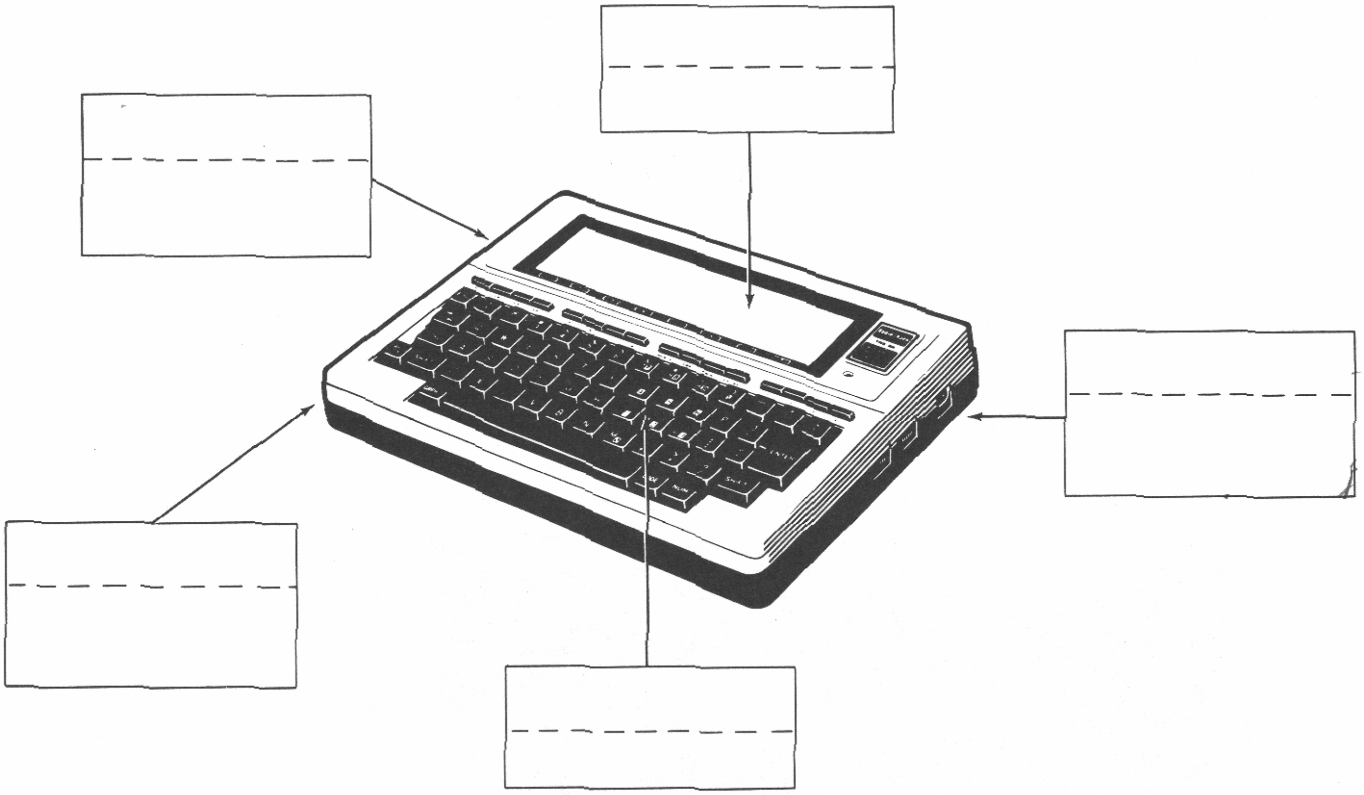


POWER-DOWN SEQUENCE

1. Turn all ______________________________ off.
2. Turn the ______________________ off.

IMPORTANT NOTE: **DO NOT** turn the Memory Power Switch OFF, unless extended storage is planned.

SUMMARY



NOTES:

SELF-CHECK 1

1. The five functional sections of a general purpose computer are:

   (A) Adder, Subtracter, Processor, Recorder, and Memory
   (B) Input, Output, Control, Display, and Memory
   (C) Input, Output, Control, Processor, and Memory
   (D) Cassette, Processor, Output, Control, and Timer

2. The physical part of the Model 100 which relates to the functional section of a microcomputer called input is

   (A) the video screen.
   (B) the keyboard.
   (C) the reset button.
   (D) the ON/OFF switch.

3. In the Owner's Manual, the occurrence of lowercase italics in a command line represents

   (A) user-supplied information.
   (B) information which should be entered exactly as written.
   (C) information which can be repeated several times on the line.
   (D) information which is unknown to the operator.

4. To activate the 10-key pad on the Model 100 keyboard, press:

   (A) ENTER
   (B) CODE
   (C) NUM
   (D) GRPH

5. The Model 100 can be powered by

   (A) AC current when using a power adapter cord.
   (B) four AA alkaline batteries.
   (C) four solar cell batteries.
   (D) A and B.
   (E) all of the above.

6. Which of these statements is true?

   (A) The Memory Power Switch is never turned off unless the Model 100 is to be stored for an extended period.
   (B) Batteries must be removed from the Model 100 when AC current is being used.
   (C) If left on while under battery power and not "in use" for a period over one hour, the Model 100's batteries will run down.
   (D) Storage of programs for the Model 100 is limited to internal memory.

7. If the Model 100's automatic power-down is activated, the proper method of power-up is to first

   (A) unplug the AC adapter cord from the Model 100.
   (B) remove and replace the batteries.
   (C) turn the ON/OFF switch OFF then ON.
   (D) press ENTER.

8. If the LOW BATTERY indicator comes on,

   (A) the operator can switch to AC current by connecting the AC cord.
   (B) replace the batteries.
   (C) turn the Memory Power Switch OFF.
   (D) A or B.

9. Programs and data for the Model 100 can be stored

   (A) on cassette tapes.
   (B) in resident memory.
   (C) both in resident memory and on cassette tapes.
   (D) Programs cannot be stored.

10. The Model 100 can be operated using

    (A) programs written in BASIC or assembly language.
    (B) application programs written especially for the Model 100.
    (C) the five installed programs.
    (D) all of the above.

LESSON 2
OBJECTIVES

Upon successful completion of this lesson, you will be able to:

1. Read and utilize the Model 100 Menu to recall selected information from storage.
2. Set day, date, and time values which remain in effect after power-down.
3. LOAD, LIST, RUN, and SAVE a BASIC program.
4. Utilize the BASIC commands KEY, POWER, and KILL.
5. Describe and respond to BASIC error messages which appear on the video screen.
6. Utilize the TEXT program to create and edit documents.
7. Utilize the TEXT program to set up files for use with the ADDRSS and SCHEDL programs.
8. Properly SAVE and LOAD programs and data to and from cassette storage.
9. Use the ADDRSS and SCHEDL programs to retrieve data.
10. Utilize the TELCOM program as a communications link for automatic telephone dialing or accessing information services.

FILE NAMES

File Names:

Are limited to ______________ characters in length.

Cannot begin with a ______________________.

Will have extensions ______________________________ added when the file is created.

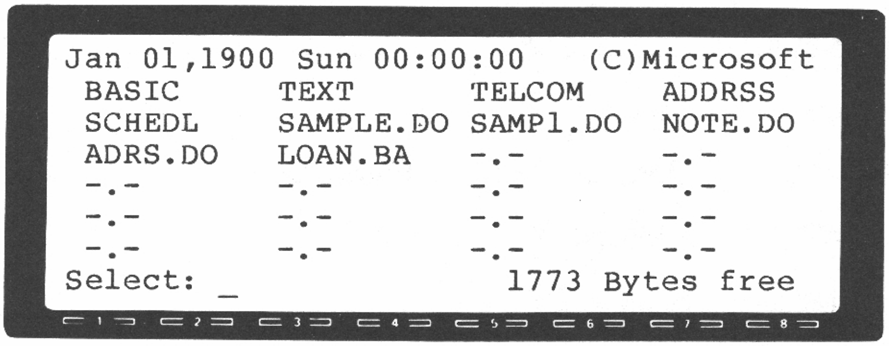
Extensions:

_________________ indicates a BASIC program or data file.

_________________ indicates a TEXT document file.

_________________ indicates a command program written in Assembly language.

MENU



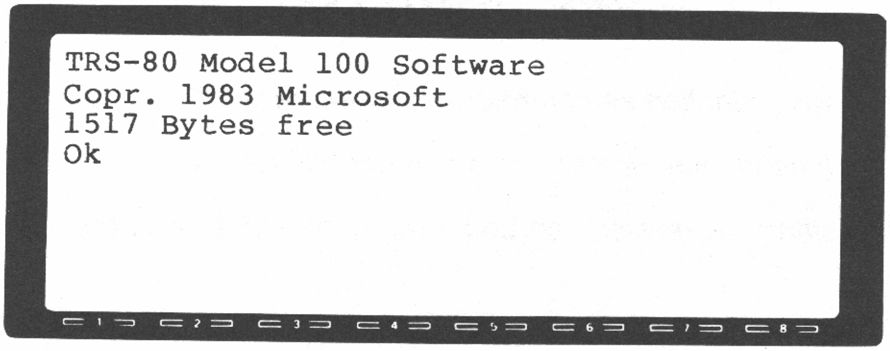
```
Jan 01,1900 Sun 00:00:00   (C)Microsoft
 BASIC     TEXT       TELCOM    ADDRSS
 SCHEDL    SAMPLE.DO  SAMP1.DO  NOTE.DO
 ADRS.DO   LOAN.BA    -.-       -.-
 -.-       -.-        -.-       -.-
 -.-       -.-        -.-       -.-
 -.-       -.-        -.-       -.-
Select: _                1773 Bytes free
```

CALLING BASIC

From the menu, place the cursor over the filename ____________________ and press

____________________.

The screen will display:



```
TRS-80 Model 100 Software
Copr. 1983 Microsoft
1517 Bytes free
Ok
```

DAY$, DATE$, TIME$

To set the day, date, or time:

Format: ______________________________

Command:	Value:
DAY$	Mon Tue Wed Thu Fri Sat Sun
DATE$	MM/DD/YY
TIME$	HH:MM:SS

To display the day, date, or time:

Format: PRINT *command*$

POWER COMMAND

The BASIC command ____________________ is used to alter automatic power-down period.

Format: ______________________________

(*numeric expression* range = 10-255)

NOTE: The numeric expression times .1 equals minutes.

KEY COMMAND

Format: KEY *function key number*, *string expression*

function key number = a number between 1 and 8

string expression can be no more than 15 characters

Enter this:

KEY ______________________________

NOTE: ? is BASIC shorthand for PRINT.
Data in quotes (" ") is interpreted literally.
CHR$(13) is BASIC shorthand for ENTER.

LOADING A BASIC PROGRAM FROM CASSETTE TAPE

To LOAD a program from cassette tape:

1. Properly connect a cassette recorder to the Model 100.
2. Set the volume control between ________________ and depress ______________.
3. Press _____________ and enter __________________________________.
4. When the file is loaded, PLAY must be released.

LISTING PROGRAMS

To display the loaded program, press _________________________.

To control the scrolling of a long program, you can press (PAUSE).

RUNNING PROGRAMS

To run a resident BASIC program,

press __________________________.

To load and run a non-resident BASIC program,

enter ____.

e.g., RUN "CAS:LOAN"

SAVING A BASIC PROGRAM TO CASSETTE TAPE

To SAVE a BASIC program:

1. Ensure proper connections of recorder to the Model 100.
2. Depress ______________________ and ______________________.
3. Press ______________________ and enter ______________________.
4. When the action is complete, the recorder buttons must be released.

KILL COMMAND

Purpose: to delete programs and/or data files from memory.

Format: ______________________

(File extensions **must** be included.)

Enter this: ______________________

ERROR MESSAGES

BASIC error messages

A. e.g., SN ERROR IN 30

B. Enter ______________________ if you want to check the program syntax.

C. Restart the program.

D. Consult **Getting Started With TRS-80® BASIC** and the BASIC section of the Owner's Manual for more information about BASIC errors.

TEXT FILE ENTRY

File to edit? ______________________________

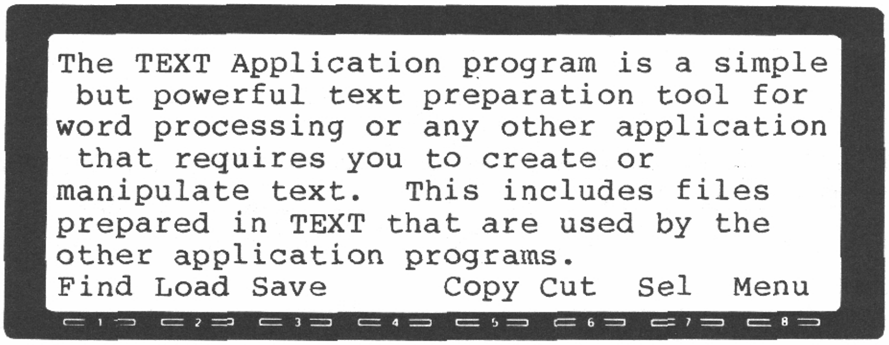
The TEXT application program is a simple but powerful text preparation tool for word processing or any other application that requires you to create or manipulate text. This includes files prepared in TEXT that are used by the other application programs.

It is a good idea to save files and programs on tape to prevent inadvertent loss of valuable information.

In addition to moving the cursor one position in the direction of the arrow:

SHIFT-↑	moves vertically to the top of the current screen.
SHIFT-↓	moves vertically to the bottom of the current screen.
SHIFT-←	moves to the word to the left of the cursor.
SHIFT-→	moves to the word to the right of the cursor.
CTRL-↑	moves to the beginning of the current text.
CTRL-↓	moves to the end of the current text.
CTRL-←	moves to the extreme left of the current line.
CTRL-→	moves to the extreme right of the current line.

TEXT FUNCTION KEYS

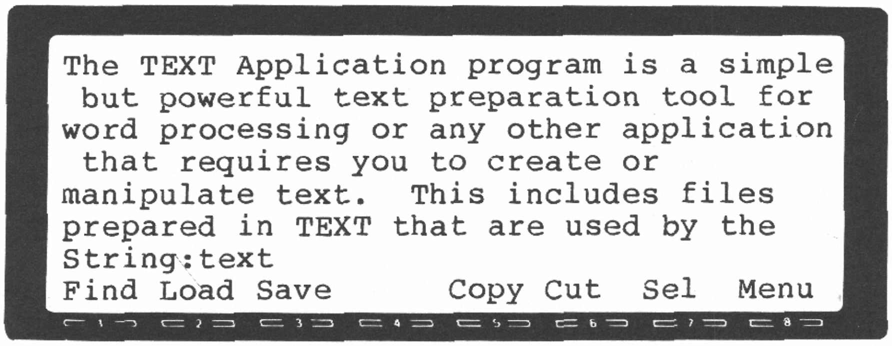


```
The TEXT Application program is a simple
 but powerful text preparation tool for
word processing or any other application
 that requires you to create or
manipulate text.  This includes files
prepared in TEXT that are used by the
other application programs.
Find Load Save       Copy Cut  Sel  Menu
```

Function key utilities in TEXT:

F1 **Find** — locates a specified "string" of information in the current file.
F2 **Load** — "calls" data from a device, such as a cassette recorder, into the computer.
F3 **Save** — stores data into a device, such as a cassette recorder, from the computer.
F5 **Copy** — duplicates text that has been defined with the "select" key and cursor movement keys.
F6 **Cut** — deletes text that has been defined with the "select" key and cursor movement keys.
F7 **Sel** — the "select" key which indicates the starting point of text definition.
F8 **Menu** — exits the TEXT program and returns to the menu.

FINDING STRING DATA



```
The TEXT Application program is a simple
 but powerful text preparation tool for
word processing or any other application
 that requires you to create or
manipulate text.  This includes files
prepared in TEXT that are used by the
String:text
Find Load Save       Copy Cut  Sel  Menu
```

SAVING A TEXT FILE

To SAVE TEXT files:

1. Assure proper connections and depress __________ and ________________.
2. Open the ___________________ to be SAVEd.
3. Press _______________ and enter the file name when the prompt **Save to:** is displayed. (File names must be six characters or less.)

LOADING A TEXT FILE

To LOAD a TEXT file:

1. Assure proper connections and volume control, __________________ the

   cassette tape, and depress _________________.
2. Open the TEXT file into which the recorded file is to be loaded.
3. Press ________ and enter the file name of the __________________.

The Model 100 will emit a high-pitched sound while searching for the named file. The **Load from:** prompt will be replaced by **FOUND:** *filename.* If other files exist on the same tape, the Model 100 will indicate them with the prompt **SKIP:** *filename* and continue searching for the desired file name.

TEXT EDITING

To insert text within a document:

1. Place the ________________ at the point of desired insertion.
2. Begin typing the ____________________.

To delete a character within a document:

1. Place the cursor ________________ of the character.
2. To delete the character, press ____________________________________.

To remove blocks of text within a document:

1. Place the ________________ at the beginning of the text to be defined.
2. Press ______________ to SELect text.
3. Using the cursor movement keys, "point" out what text will be included.
4. Press ________________________ to duplicate defined text.
5. Press ______________________ to delete defined text.
6. To place duplicated or deleted text elsewhere, move cursor to desired position and press

   ____________________.

Text can be defined by cursor movement keys as follows:

→ or ←	one character in direction of arrow.
↑ or ↓	all text between beginning and ending cursor position vertically up or down one line.
SHIFT-→ or ←	one word in direction of arrow.
SHIFT-↑ or ↓	all text between starting cursor position vertically to top or bottom of screen.
CTRL-→ or ←	remainder of line in direction of arrow.
CTRL-↑ or ↓	all text above or below cursor position vertically to the top or bottom of the file.

MOVING TEXT BETWEEN FILES

To move text to another file:

1. Define text.
2. Copy ______________ or Cut ______________.
3. Return to the menu ______________.
4. Open or create the new file.
5. Position cursor where text is to begin.
6. ____________________.

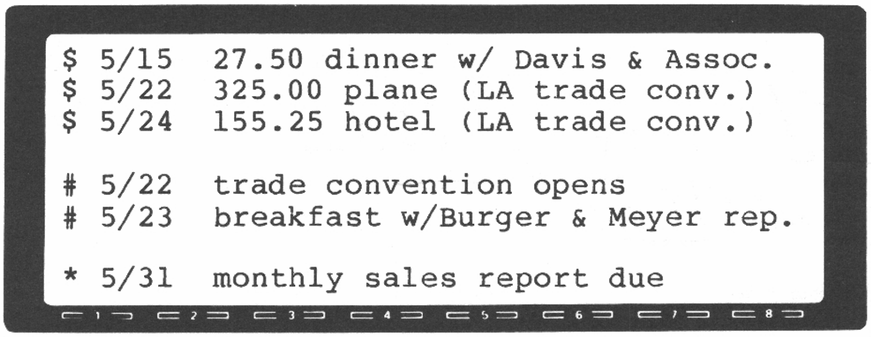
PRINTING A TEXT FILE

To print the contents of the screen, press ____________________.

To print the entire file, press ______________________________
and respond to **Width:** prompt.

To cancel printing, press ____.

SCHEDULE ORGANIZER (SCHEDL)



```
$ 5/15  27.50 dinner w/ Davis & Assoc.
$ 5/22  325.00 plane (LA trade conv.)
$ 5/24  155.25 hotel (LA trade conv.)

# 5/22  trade convention opens
# 5/23  breakfast w/Burger & Meyer rep.

* 5/31  monthly sales report due
```

NOTE.DO FILE DATA

$ 5/15 27.50 dinner w/ Davis & Assoc.
$ 5/22 325.00 plane (LA Trade Conv.)
$ 5/24 155.25 hotel (LA Trade Conv.)

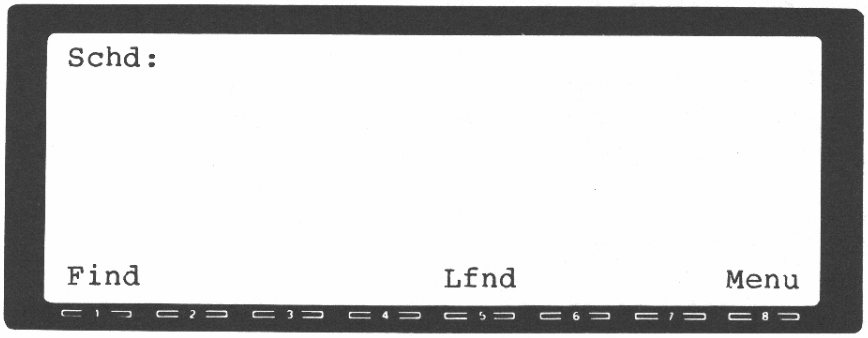
5/22 trade convention opens
5/23 breakfast w/Burger & Meyer rep.

* 5/31 monthly sales report due
* 6/2 anniversary (dinner-Cattlemen's)
* 6/5 board meeting (FY proposal)

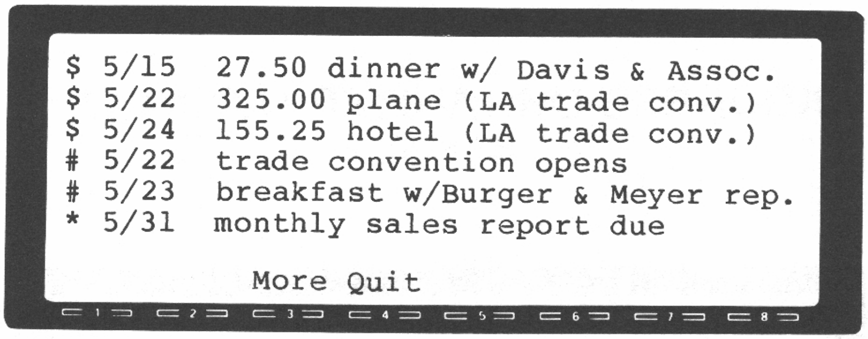
GRPH-F 5/22 call Cain & Cain for appt.
GRPH-F 5/25 make Cattleman's reservation 6/2

SCHEDULE ORGANIZER (SCHEDL)

(CONT'D)



```
Schd:
```



```
$ 5/15  27.50 dinner w/ Davis & Assoc.
$ 5/22  325.00 plane (LA trade conv.)
$ 5/24  155.25 hotel (LA trade conv.)
# 5/22  trade convention opens
# 5/23  breakfast w/Burger & Meyer rep.
* 5/31  monthly sales report due
```

ADDRESS ORGANIZER (ADDRSS)

1. Data to be used with ADDRSS is placed in a file called____________________ created with TEXT.

2. **Always** end each record by pressing ____________________.

3. If auto-dial will be used, **always** enter the phone number, set off by

   ____________________, immediately after the name.

4. Information can be grouped or further identified by entering

   ______________________________ at the beginning or end of the record.

ADRS FILE DATA

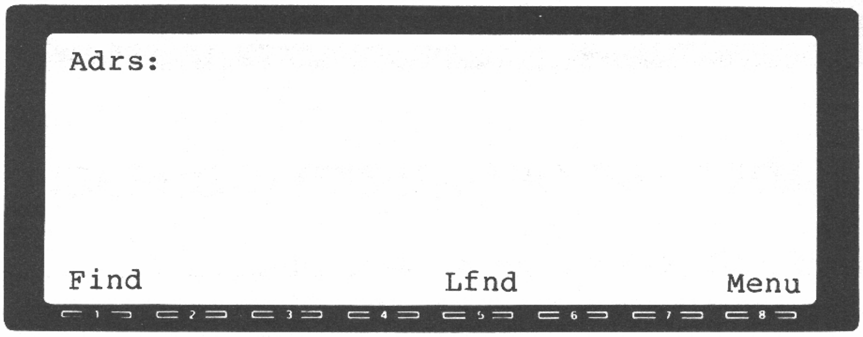
REP, Stella R. Seller :3124506655: Chicago branch
REP, Sine M. Upp :2135660123: LA branch

Davis & Assoc. :3324569: 101 North Main, Fort Worth, TX 76106
Burger & Meyer :4500411: 405 West 7th, Fort Worth, TX 76102
Dean White :3364124: work (GLM & Co.)
Dean White :7374936: home
your name :your phone: your address

BUYER, Laura Gallegly :7134502222: Grange Oil, Houston
BUYER, I. Emma Spender :2143944432: Southland, Inc., Dallas
BUYER, Meg A. Bucks :3037229887: Valley Oil & Gas, Denver

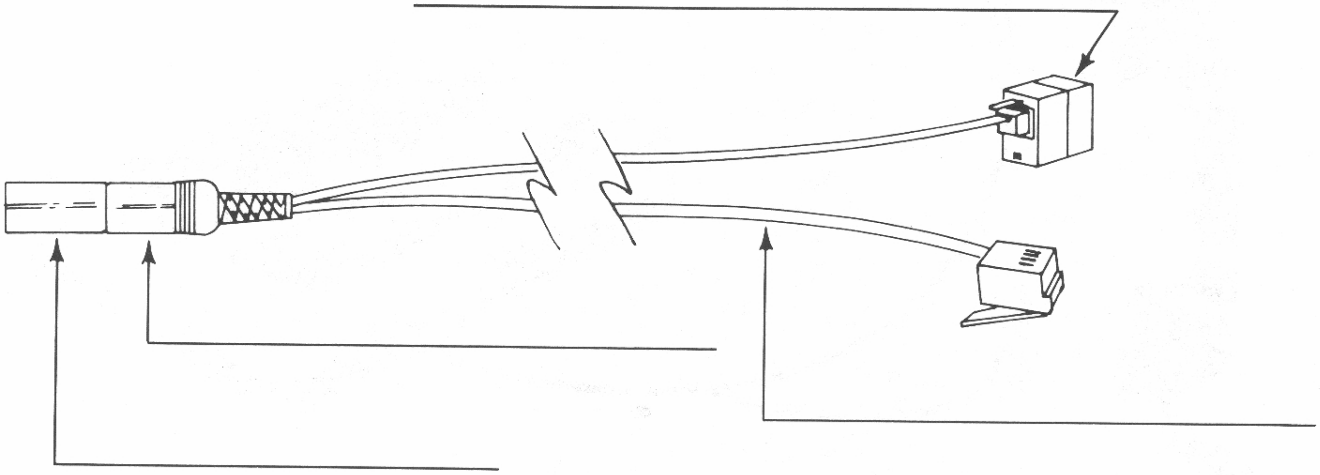
ADDRESS ORGANIZER (ADDRSS)

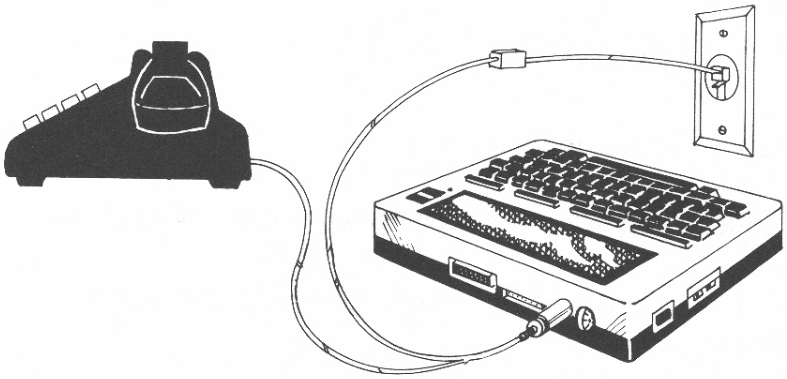
(CONT'D)



```
Adrs:
```

TELCOM
PHONE CONNECTIONS

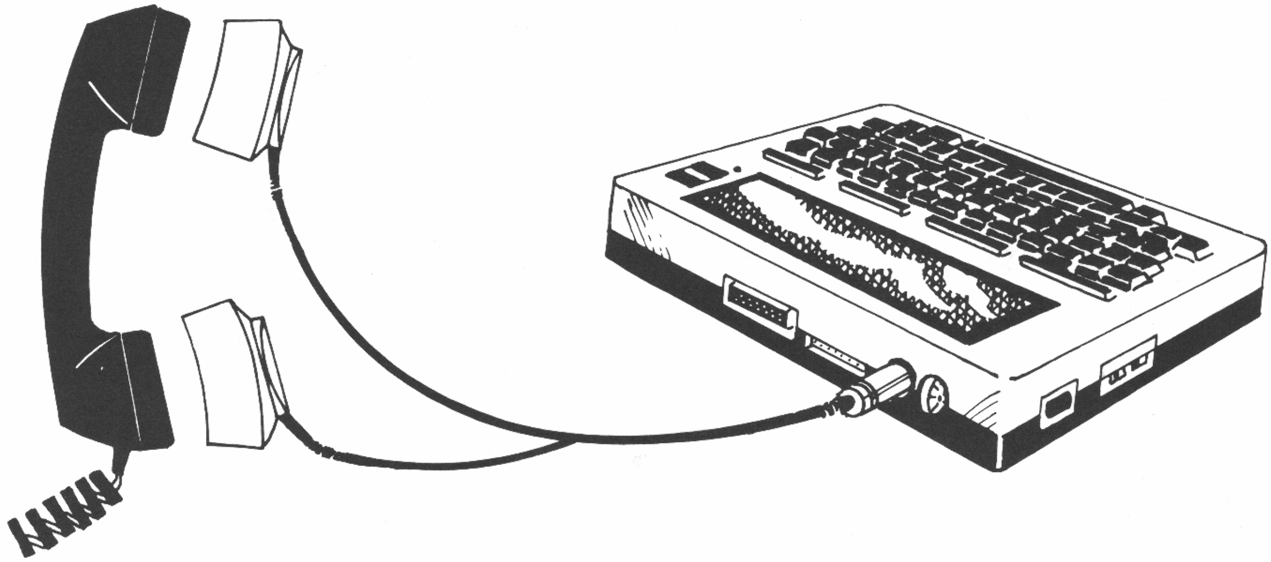




Steps to connect directly to a phone line:

- A. Disconnect the shorting plug from the modem cable.
- B. Connect the modem cable to the PHONE outlet on the Model 100.
- C. Disconnect the telephone line from the phone set.
- D. Insert that line into the telephone connector on the modem cable.
- E. Connect the telephone plug from the modem cable into the telephone.
- F. Set the DIR/ACP switch to DIR (Direct).

TELCOM
PHONE CONNECTIONS
(CONT'D)



Steps to connect acoustic coupler to Model 100:

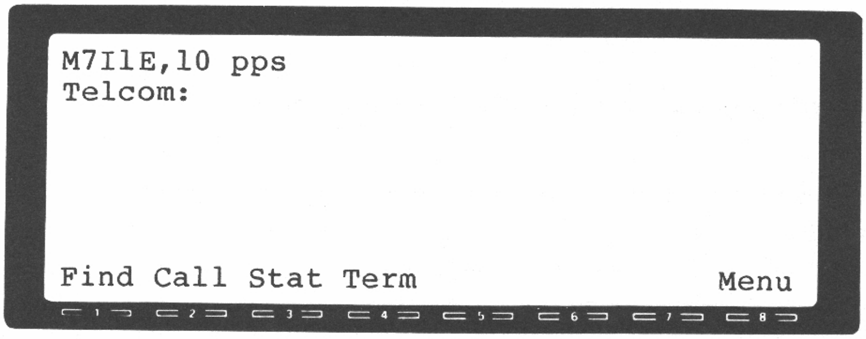
A. Connect the coupler cable to the PHONE outlet of the Model 100.

B. Place the acoustic coupler speaker over the microphone (talking end) of the telephone receiver.

C. Place the acoustic coupler microphone over the speaker (listening end) of the telephone receiver.

D. Set the DIR/ACP switch on the Model 100 to ACP (acoustic coupler).

TELCOM
ENTRY MODE



```
M7I1E,10 pps
Telcom:





Find Call Stat Term                Menu
```

Function key utilities in entry mode:

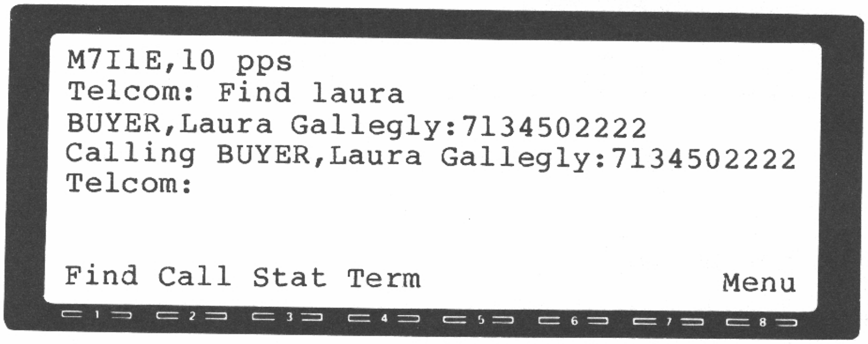
A. (F1) Find — same as Find in ADDRSS program.

B. (F2) Call — will auto-dial phone number currently displayed.

C. (F3) Stat — displays the current communication parameters.

D. (F4) Term — enters the terminal mode manually.

E. (F8) Menu — returns to the menu.



```
M7I1E,10 pps
Telcom: Find laura
BUYER,Laura Gallegly:7134502222
Calling BUYER,Laura Gallegly:7134502222
Telcom:


Find Call Stat Term                Menu
```

Note: When dialing out, the receiver must be picked up at some point **during** the dialing sequence.

When data is found, function key utilities change to:

A. (F2) Call — dials the phone number on the screen.

B. (F3) More — searches for another entry that matches search criteria. (User might have stored both a work and a home number.)

C. (F4) Quit — returns the **Telcom:** prompt.

TELCOM TERMINAL MODE

To enter TELCOM while auto-dialing:

1. Store the host phone number in the ADRS.DO file in the format,

   ____.

2. Set ANS/ORIG switch to ______________.
3. Access TELCOM, press ____________________ and enter identifying label.
4. Press ____________________ when phone number is displayed.
   (Receiver is left in place when calling a host system.)

To enter the terminal mode manually:

1. Access TELCOM and set the ANS/ORIG switch to ______________.
2. Lift receiver and ____________ host's phone number.
3. When the host answers, indicated by a __________________________,

   press ____________________.

4. Hang up the receiver or replace coupler on proper ends of the receiver.

Function key utilities in terminal mode:

A. F1 Prev — scrolls up to display previous eight lines.
B. F2 Down — saves incoming information to memory for later use.
C. F3 Up — sends information previously prepared in TEXT to host.
D. F4 Full — switches between full and half duplex. Full sends typed characters to host and back to user screen. Half sends typed characters directly to user screen.
E. F5 Echo — sends incoming data to a printer as well as the screen. This prompt will not be displayed until F5 is pressed.
F. F8 Bye — exits terminal mode and disconnects telephone lines.

NOTE: Pressing F8 is necessary to "release" the telephone line.

NOTES:

SELF-CHECK 2

1. The Model 100 menu contains

   (A) time, day, and date.
   (B) programs and data files currently residing in memory.
   (C) available memory.
   (D) all of the above.

2. To "call" any program from memory, place the cursor over the file name and press

   (A) ESC
   (B) ENTER
   (C) LABEL
   (D) PRINT

3. The date and time information is changed by using the DAY$, DATE$, and TIME$ commands

   (A) in BASIC.
   (B) at the select prompt on the menu.
   (C) in TEXT.
   (D) in SCHEDL.

4. In BASIC, the two commands used to change the default values of the auto power-down function and the function key utilities are

   (A) POWER and KEY.
   (B) AUTO and KEY.
   (C) AUTO and FUNCTION.
   (D) POWER and DEFAULT.

5. To load and run a program stored on cassette tape, the proper command is:

   (A) LOAD "CAS:*filename*"
   (B) RUN "CAS:*filename*"
   (C) LOAD "*filename*"
   (D) RUN "*filename*"

6. The KILL "*filename*" command will delete

(A) only BASIC programs.
(B) only TEXT files.
(C) any programs or files which appear on the menu.
(D) only programs stored on cassette tape.

7. The TEXT program is used

(A) to create word processing files.
(B) to create data files used with ADDRSS, SCHEDL, and TELCOM.
(C) to edit or add to data files used with ADDRSS, SCHEDL, and TELCOM.
(D) all of the above.

8. Data in the NOTE.DO file can be grouped or organized for accessing by the SCHEDL program by using

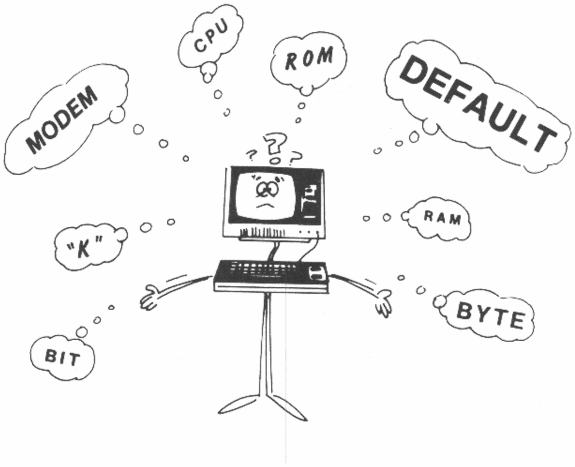
(A) special characters.
(B) special graphic symbols.
(C) standardized abbreviations.
(D) all of the above.

9. Data in the ADRS.DO file is accessed by:

(A) SCHEDL
(B) ADDRSS
(C) TELCOM
(D) A and C
(E) B and C

10. When entering phone numbers in the ADRS.DO file for auto-dialing, they must be preceded and followed by:

(A) commas
(B) colons
(C) quotes
(D) < and >



GLOSSARY

access The method in which information is read from or written to memory.

alphabetic Referring strictly to the letters A to Z.

ASCII **A**merican **S**tandard **C**ode for **I**nformation **I**nterchange. This method of coding is used to store textual data.

BASIC **B**eginners' **A**ll-purpose **S**ymbolic **I**nstruction **C**ode. An easy-to-learn, easy-to-use high-level computer programming language.

binary Having two possible states, e.g., the binary digits 0 and 1. The binary (base 2) numbering system uses sequences of zeros and ones to represent quantities. This is analogous to the computer's internal representation of data, using electrical values for 0 and 1.

bit Binary digit; the smallest unit of memory in the computer, capable of representing the values 0 and 1.

break To interrupt execution of a program. In BASIC, the statement STOP causes a break in execution, as does pressing **BREAK**.

byte The smallest addressable unit of memory in the computer, consisting of 8 consecutive bits, and capable of representing 256 different values, e.g., decimal values from 0 to 255.

K = 1·

compressed-format A method of storing information in less space than a standard ASCII representation would require. BASIC programs in RAM and non-ASCII disk files are stored in compressed-format.

close Terminate access to a file. Before re-accessing the file, you must re-open it.

CPU **C**entral **P**rocessing **U**nit. Often referred to as the "brain" of the microcomputer.

debug To find and remove logical or syntactic errors from a program.

decimal Capable of assuming one of ten states, e.g., the decimal digits 0,1,. . . , 9. Decimal (base 10) numbering is the everyday system. Decimal numbers are stored in binary code in Model II BASIC.

default An action or value which is supplied by a program when you do not specify an action or value to be used.

destination The device or address which receives the data during a data transfer operation. For example, during a copy operation, the destination file is the one into which the source file is being copied.

directory A listing of the files which are contained in memory.

download Allows the storing of information from another computer or host system into the memory of the receiving computer.

edit To change existing information.

file An organized collection of related data. BASIC programs and data are stored in distinct files.

filename The "name" given to a program or data file at the time of creation which is used to "call" the file. The filename must begin with a letter and may contain up to five additional characters. It may also include an extension which identifies the file type.

hexadecimal or **hex** Capable of existing in one of sixteen possible states. For example, the hexadecimal digits are 0,1,2. . .,9,A,B,C,D,E,F. In Model II BASIC, the hexadecimal constants can be input by prefixing the constant with **&H.**

host system A centralized computer system which performs applications processing, accessing of bulk memory, and storing data bases, and is attached by a communications network to other computers.

input To transfer data from outside the computer (from disk file, keyboard, etc.) into RAM.

kilobyte or **K** 1024 bytes of memory. Thus a 64K system includes 64*1024 = 65536 bytes of memory.

machine-language The Z-80A instruction set, usually specified in hexadecimal code. All higher-level languages must be translated into machine-language, or interpreted by machine language, in order to be executed by the computer.

modem A device which accepts digital inputs from computers and converts them to audio signals to be sent over transmission lines, such as telephone lines, to a second modem which reconverts the signals back to digital output.

open To prepare a file for access.

output To transfer data from inside the computer's memory to some external area, e.g., a cassette tape or a line printer.

program A set of instructions which directs the computer in performing the desired operations.

prompt A character or message provided by a program to indicate that it's ready to accept keyboard input.

random access memory or **RAM** Memory which can be addressed directly and either read from or written to.

read only memory or **ROM** A type of computer memory where information is permanently stored. This memory may be read but it cannot be written to.

resident Pertaining to programs and/or data that reside in the main memory of the system.

software The portion of a computer system which includes programs, procedures, and computer languages.

syntax The "grammatical" requirements for a command or statement. Syntax generally refers to punctuation and ordering of elements within a statement.

upload Allows the transmission of a previously created file from one computer directly to another computer.

SELF-CHECK ANSWERS

SELF-CHECK 1

1.	(C)	6.	(A)
2.	(B)	7.	(C)
3.	(A)	8.	(D)
4.	(C)	9.	(C)
5.	(D)	10.	(D)

SELF-CHECK 2

1.	(D)	6.	(C)
2.	(B)	7.	(D)
3.	(A)	8.	(D)
4.	(A)	9.	(E)
5.	(B)	10.	(B)

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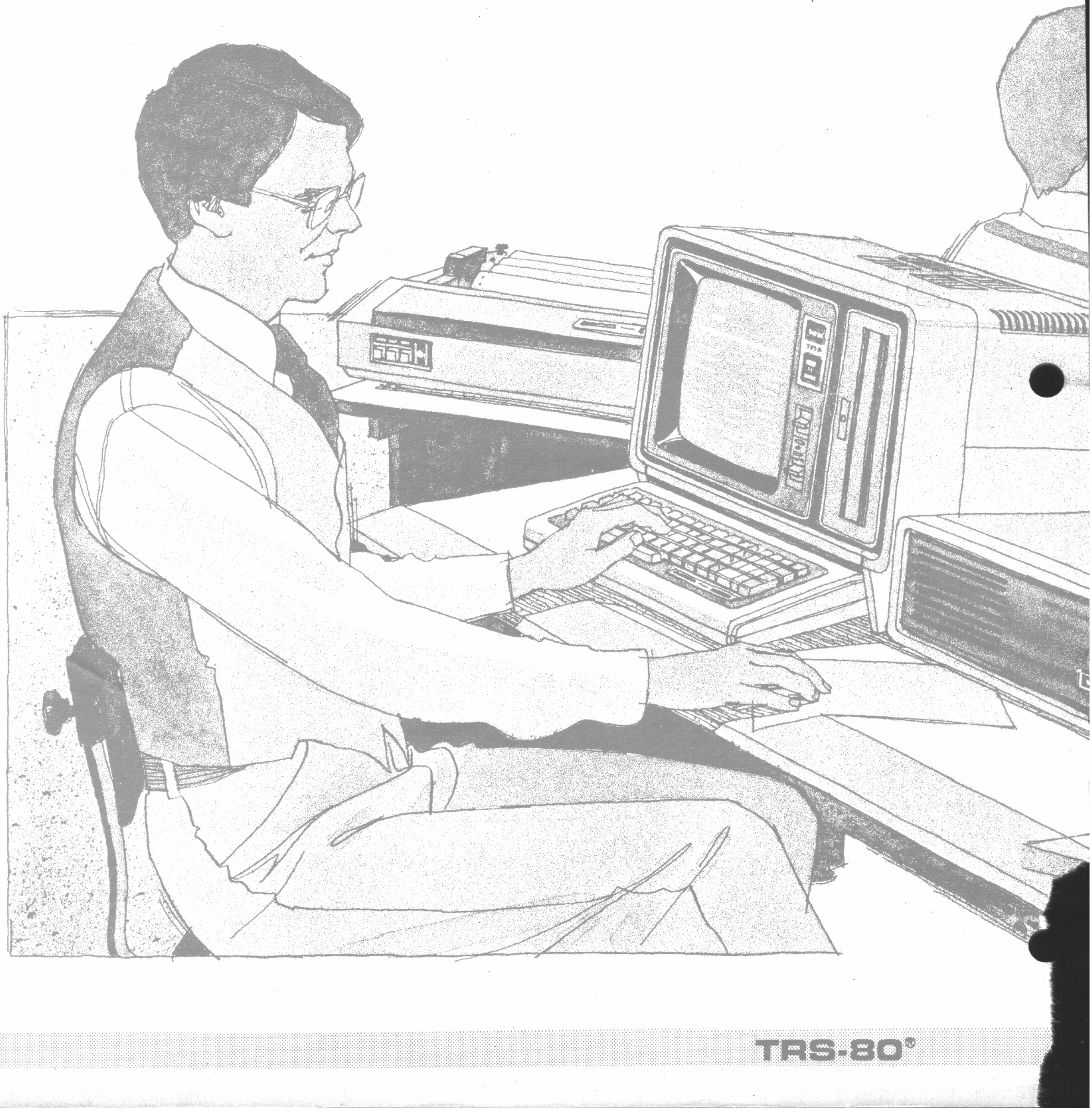

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